

Roy Rubinstein

From: "Roy Rubinstein" <royr@fnal.gov>
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Sent: Friday, October 12, 2007 8:52 AM
Attach: Document.pdf; Physics Comm Appts Procedures revised.pdf
Subject: New appointments to Scientist I, Applied Scientist I, and higher

The Physics Committee of the FRA Board of Directors has written down its procedures (attached) for consideration of new appointments to Scientist I, Applied Scientist I, and higher. I have also attached two recent Division Head requests for reference letters which the Committee suggested should be a template for such letters in the future.

The Physics Committee is expecting that Fermilab submissions will now conform to these procedures, so it will be very helpful if Division Heads' submissions to FCSA also do so.

Physics Committee Procedures – Fermilab Appointments

September 9, 2007

F. Sciulli, Chair Physics Committee

Charge: The Physics Committee of the FRA Board is charged to consider any new appointment to the senior Laboratory scientific staff (Scientist I, Applied Scientist I, and higher). It then makes a recommendation to the full Board.

Input: For each appointment, the committee anticipates receiving the following:

1. The Director's summary, or another comprehensive discussion of the candidate, should address the individual's anticipated future role in the Laboratory. If appropriate, the need for such an appointment should be addressed.
2. The candidate's current CV. A research plan submitted by the candidate would be helpful.
3. A list of all referees who were asked to comment on the suitability of the candidate for the position. The referee list should have an appropriate mix of individuals from outside and inside the Lab. Also, the list should include some individuals not specifically recommended by the candidate, as well as some individuals not members of the candidate's collaboration. A short (few sentence) biography on each referee is desirable.
4. A copy of the letter of solicitation sent to the referees should be included. This letter should optimally follow the FCSA template, including requests for comparisons, etc.
5. Copies of all letters sent by the referees.
6. For new appointments, a copy of the advertisement and list of places it appeared, as well as demographic information regarding the applicant pool (including male/female diversity). A brief narrative about the decision process should include a list of candidates invited to visit and the rationale for the decision.

Informational Resource: The Laboratory will maintain a secure website containing background material for the Physics Committee:

1. This document (or one appropriately revised);
2. The current Laboratory policy on scientific appointments;
3. A current list of Laboratory scientists by category of appointment, including the information on when each scientist was appointed to his/her present position;
4. An updated historical table of the numbers of scientists in each category of appointment;
5. An annual overview of promotion decisions, including information on those not provided promotion;
6. An annual overview of scientists who left the Laboratory during the previous year, with a short summary of the circumstances.

The posted information will be reviewed and revised prior to the beginning of each calendar year by the Laboratory and discussed at the next meeting of the Physics Committee.



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February 24, 2007

Professor Gustaaf Brooijmans,
Columbia University, Physics Department
Pupin 907, MC 5226
538 West 120th Street
New York, NY 10027

Dear Gustaaf,

As you may know Fermilab is considering Dr. Adam Lyon for promotion from his current term appointment of Associate Scientist to the position of Scientist, a Fermilab appointment without term limit, equivalent to Associate Professor with tenure. The Scientist appointment is for Fermilab staff members who have distinguished themselves by a wide range of contributions in physics related to the mission of the Laboratory, in physics technology related to the mission of the Laboratory, or in management.

We would very much appreciate your frank and candid comments on the candidate's qualifications for this promotion. Comments on each of the following would be valuable:

What are the candidate's most significant accomplishments?

How would you rank the candidate relative to peers and relative to now well known physicists when they were at a similar career stage to the candidate?

What is the candidate's potential to become a leader at Fermilab?

Would the candidate qualify for Associate Professor (or equivalent) at your institution?

To assist you, I have enclosed a copy of the candidate's curriculum vitae and publications list as well as some other explanatory materials about the candidate's work. It will be most helpful if your letter could reach me in the next week to ten days. Except in extraordinary circumstances, it will not be made available to the candidate.

I do understand that this request will be time consuming for you but, as you are well aware, such evaluations are a crucial element in this important decision about the future of Dr. Lyon. I thank you in advance for taking the time to do this and for your assistance in this matter.

Please let me know if you have any questions.

Sincerely,

Victoria White
Head, Computing Division



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Accelerator Division
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January 22, 2007

Professor Andrey Nomerotsky
University of Oxford
Dept. of Physics

Dear Professor Nomerotsky:

Fermilab is considering Dr. Vladimir Nagaslaev for promotion from his current term appointment of Associate Scientist to the position of Scientist, a Fermilab appointment without term limit. The Scientist appointment is for Fermilab staff members who have distinguished themselves by a wide range of contributions in physics related to the mission of the Laboratory, physics technology related to the mission of the Laboratory, or management.

We would appreciate your frank and candid comments on Dr. Nagaslaev's qualifications for this promotion. Comments on the following would be valuable:

What are Dr. Nagaslaev's most significant accomplishments?
How would you rank him relative to peers and relative to now well-known physicists when they were at a similar career stage to him?
What is his potential to become a leader at Fermilab?

It will be most helpful if you could send your letter at your earliest convenience. Except in extraordinary circumstances, this letter will not be made available to the candidate. I know that this request is time consuming, but as you are well aware, such evaluations are a crucial element in this important decision. I thank you in advance for your assistance.

Sincerely,

Roger L. Dixon
Head, Accelerator Division

cc: T. Langford